

## **Elementary Schools – Property and Supply Section**

The function of the property and supply section at the elementary schools shall be performed by a designated property officer/custodian.

### **Functions of the Elementary School Property Unit**

1. Prepares PPMP for the school.
2. Accepts, distributes and monitors all deliveries of supplies, materials and equipment to the different departments of the school and prepares necessary reports required by the Division Office.
3. Prepares request for inspection of deliveries of supplies, materials and equipment as well as the Inspection and Acceptance Report (IAR).
4. Prepares and maintains Property and Stock Cards for all properties and supplies of the school.
5. Prepares report on the Physical Count of Inventories (RPCI) and the Property, Plant and Equipment (PPE).
6. Signs clearance of property accountability for all officials and employees of the school.